Approved For Release 2009/07/16 : CIA-RDP68-00140R000200290016-2

10 December 1963

MEMORANDUM FOR: Administration Staff, CR

SUBJECT:

Requirements placed on PSD by the CIA Library

- 1. Significant requirements which are placed regularly on PSD by the CIA Library fall into the following categories:
 - a. Publications
 - b. Catalog cards
 - c. Reproduction of single copy receipts by Acquisitions Branch to satisfy standard distribution requirements.
 - d. Reproduction of materials from CIA Library collections to satisfy ad hoc retention requests for specific items.
 - e. Binding
 - 2. Following is a detailed explanation of each category:

A. PUBLICATIONS

1. CIA Library Accessions List (Selection Staff)

Type of requirement - Multilith

Frequency - Monthly between 1-7 of month Volume - 250 copies of approximately

12 pages each.

Deadline - 1 week

Deadline is place because this is a device to announce recent additions to the library collection. To be effective, it should reach the customers while the accessions are relatively new. PSD rarely meets the deadline in spite of repeated discussions. The job is generally completed in 2-3 weeks, which is unsatisfactory.

2. Book List (Acquisition Branch)

Type of requirement - Photo offset

Frequency - Monthly

Volume - Approximately 200 copies of varied

pagination.

Deadline - 3 weeks

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GROUP 1

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Deadline is placed because this, again, is a device to announce receipt and disposition of books. Used by both CIA customers and other agencies
participating in program; PSD regularly meets the deadline.
B. CATALOG CARDS (Catalog Section)
Type of requirement - Multilith Frequency - Weekly Volume - 20-30 copies of approximately 150 cards per week. Deadline - 2 weeks
Deadline is placed for obvious reasons. It is essential that cards for new titles be entered into the card catalog as soon as possible. PSD usually meets the deadline, but there are occasional, extremely inconvenient delays. The work is actually done by GPO.
C. REPRODUCTION OF SINGLE COPY RECEIPTS (Acquisitions Branch)

